

Dubuque CSD

Dubuque Bldg. Trades Service Council

7/1/2005 6/30/2009

# AGREEMENT

Between the  
MAINTENANCE PERSONNEL

Represented by  
THE BUILDING SERVICES  
TRADES COUNCIL

and the  
DUBUQUE COMMUNITY  
SCHOOL DISTRICT

July 1, 2005  
to  
June 30, 2009

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## 1. Guiding Principle

The primary function of the buildings and grounds department of the Dubuque Community School District is to serve the educational program of the School District by providing necessary support services.

### Recognition and Dues

The Employer recognizes the Union as the sole and exclusive collective bargaining representative for the employees now and hereafter employed in the bargaining unit, with respect to wages, hours of work, and all other terms and conditions of employment. The bargaining unit shall be comprised of all employees engaged listed under the job classification in this collective bargaining agreement. Upon receipt of an employee's written authorization, which shall be irrevocable for one (1) year or the termination of this Agreement, whichever occurs sooner, the Employer shall deduct from such employee's wages the dues and assessments of the Chicago Regional Council of Carpenters Local 678 and remit same to the depository established by the union together with a list of names of the employees from which deductions were made. The union reserves the right to directly collect this deduction at a later date. Such a written authorization may be revoked by the employee's written notice by registered mail to the Employer and the Chicago Regional Council of Carpenters Local 678, received by all during the 30-day period prior to the end of any applicable collective bargaining agreement, whichever occurs sooner. In the absence of such revocation, sent and received in accordance with the foregoing, the authorization shall be renewed for an additional yearly period or until the end of the collective bargaining agreement, whichever occurs sooner and for successive periods thereafter in accordance with the foregoing. The Union shall defend, indemnify and save the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with the provisions of this section.

## 2. Organization

The Superintendent of Schools, appointed by the Board of Education, is the administrative head of the buildings and grounds department of the Dubuque Community School District and has administrative responsibility in this area.

## 3. Line of Authority

General supervision and direction of all maintenance personnel shall be vested in the Manager of Buildings and Grounds or designee.

Maintenance personnel shall be directly responsible to the Manager of Buildings and Grounds or designated representatives for duties performed in and about the various buildings and grounds under the jurisdiction of the Board of Education.

## LINE OF AUTHORITY CHART

Board of Education  
Superintendent  
Executive Director of Finance and Business Services  
Manager of Buildings and Grounds  
Assistant Manager of Buildings and Grounds

### 4. Physical Examination

a) All new employees, upon initial employment, shall provide at the employee's expense, satisfactory medical evidence of physical fitness and freedom from communicable disease. Forms for such purpose shall be provided by the Employer.

b) All other continuing employees shall fulfill the physical examination requirements every three (3) years. The Employer shall pay \$30.00 toward the cost of such examination provided such exam is not covered by the employee's health insurance program. If, however, an employee chooses, the Employer will pay the cost of the standard physical exam and three (3) year T.B. skin test, if such physical exam is conducted by a physician designated by the Employer. Any additional tests required by law to pass the physical will be paid by the employee.

Should employees working with or around asbestos be required to have a physical examination and/or be monitored, the Employer will pay the full cost of such physical examination or monitoring provided such exam is not covered by the employee's health insurance program.

An employee may arrange with the Manager of Buildings and Grounds or designee an early release from work, without pay, on the day on which he/she has a doctor's appointment for the purpose of having the required physical examination.

### 5. Employment

Any person seeking employment with the Dubuque Community School District shall complete an employment application provided by the Human Resource Services Department and be interviewed by the Manager of Buildings and Grounds or designee.

The Superintendent or designee has the responsibility of recruiting qualified candidates for employment and of maintaining records which will facilitate the development of employees to be considered for promotion within the department.

Chicago Regional Council of Carpenters, Local Union 678 of Building Services Trades Council, shall be notified by the Dubuque Community School District of all employment opportunities by written notice to be of assistance in finding the highest quality craftsman in the respective trade opening.

## 6. Term of Employment

All maintenance personnel shall be employed by the District under the terms of this Agreement confirmed by an annual letter of assignment.

## 7. Probation Period

New employees shall be on a probationary basis for a period of six (6) months and shall be dismissed by the Manager of Buildings and Grounds or designee if said probationary period is judged to be unsatisfactory. Any dismissals are to be reported in writing by the Manager of Buildings and Grounds or designee to the Superintendent or designee.

## 8. Promotion/Transfer

Authority to make promotion/transfer to all positions in the Buildings & Grounds Department is vested in the Superintendent or designee. Promotion/transfer to all positions in the department are to be made on the basis of qualifications and seniority. Seniority will prevail only when all other factors are equal. The Superintendent or designee has the responsibility to recruit qualified candidates for employment and to maintain records which will facilitate the development of employees to be considered for promotion or transfer. Employees promoted to positions in the Buildings & Grounds Department serve a working test period of six (6) months. The probationary period is to be used to secure an effective testing of the newly promoted or transferred employee and to test further the ability of the employee to successfully perform the duties of the position. If employees fail to meet required standards of performance in the given position after having been promoted, he/she may be retained as an employee of the District. Efforts will be made to return the employee to his/her original position.

Upon satisfactory completion of probation, the appointee shall become a regular employee subject to discharge only when necessary because of lack of work, lack of funds, unsatisfactory performance, or misconduct

## 9. Vacancies

All full-time vacancies shall be posted on a bulletin board placed in a location frequented by all maintenance personnel. Bulletin boards shall be read daily by all employees. Part-time or temporary jobs will not be posted.

Maintenance personnel shall have five (5) working days from the time of the posting of the vacancy to submit an application in writing to the Manager of Buildings & Grounds. All employees making application for a posted job shall be notified in writing if not selected for the position for which they applied.

#### 10. Temporary Transfer of Employees

Temporary transfer of employees from one position to another may be done under emergency conditions with the express permission of the Manager of Buildings and Grounds or designee.

#### 11. Seniority

Seniority for job advancement shall prevail only when all other factors are considered equal.

#### 12. Hours of Work

Forty (40) hours, Monday through Friday, shall constitute a normal work week for full-time maintenance employees. Hours of work are to be determined by the Manager of Buildings and Grounds. These hours and the Monday through Friday work week will prevail unless conditions in the building do not permit.

#### 13. Wage Classification - Paydays

All maintenance personnel are classified according to skill, training, and experience required for each position. The rate of pay for each position is based upon these qualifications as negotiated by the District and the Union. A copy of the Agreement between the District and the Union will be given to each full-time employee of the buildings and grounds department.

Paydays shall be determined in advance by the Payroll/Benefits Office, and the schedule of paydays shall be filed with the employees on July 1 of each year. The schedule of paydays shall include at least two paydays per month.

Payroll deduction for union dues is available to employees requesting such service. Deductions will usually be made from the second paycheck of the month.

#### 14. Overtime Compensation and Callback Pay

It is the policy of the District to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet the operational requirements of the District. A work week is defined as Monday through Sunday.

Overtime work shall include only authorized work performed by the employees which exceeds forty (40) hours per week. Authorized overtime work may be performed only at the direction of the Manager of Buildings and Grounds or designee.

Overtime shall be paid at the rate of one and one-half (1½) times the regular hourly rate.

Maintenance personnel who are called back to work due to emergency conditions shall be compensated for such call back service in accord with the policies governing overtime. There shall be a two-hour pay guarantee for such callback services for full-time employees.

First shift starting times shall be between the hours of 6:00 and 8:00 a.m., second shift starting time shall be between the hours of 3:00 and 5:00 p.m., and third shift starting times shall be between the hours of 10:00 p.m. and 12:00/midnight. The normal work week for full-time employees shall consist of five consecutive days Monday through Friday from 7:00 a.m. to 3:30 p.m. These hours will prevail unless weather/emergency conditions do not permit as determined by the Manager of Buildings and Grounds. Shift premiums shall apply to regularly scheduled second and third shifts.

The second shift premium is fifteen cents (\$.15) per hour and the third shift premium is twenty-five cents (\$.25) per hour.

#### 15. Holidays With Pay

The following are holidays for all full-time employees in the maintenance department of the Dubuque Community School District and will be paid at the rate of a regular working day.

Independence Day  
Labor Day  
Thanksgiving Day  
Friday After Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
Good Friday  
Memorial Day

When one of the holidays enumerated above falls on a Sunday, the next following Monday shall be observed as a holiday, if school is not in session on that day. When one of the holidays enumerated above falls on a Saturday, the preceding Friday shall be observed as a holiday if school is not in session on that day.

Maintenance personnel who may be required to work on an approved holiday shall be compensated for such work in accordance with the policies governing overtime.

All full-time employees must be employed at least twenty-two (22) workdays to be eligible for any paid holiday.



Any employee, not on vacation, authorized sick leave or under the care of a doctor, to be eligible for any paid holiday, must have worked the last scheduled full workday preceding the holiday and the first scheduled full workday following the holiday.

#### 16. Length of Service Payment

The Employer shall make longevity payments to full-time employees covered by the Agreement who have completed the number of consecutive years of service with the Employer as of the end of July of each year according to the following schedule:

Completion of Consecutive Number of Years Service with the Employer by the end of July of each year	Additional Compensation Per Hour
5 years	\$ .05
10 years	\$ .10
15 years	\$ .15
20 years	\$ .20

The Employer shall add the above specified longevity payments to the employee's regular rate of pay and shall pay the specified longevity payment on each employee paycheck during the course of the Contract year.

#### 17. Health Insurance

For full-time maintenance personnel enrolled in the program, the District will pay the following monthly contributions:

Single Contract	100%
Family Contract	75%

#### 18. Dental Insurance

The Employer agrees to provide at the employee's expense, the option to buy into the District dental insurance program. It is the responsibility of the employee to provide any and all information necessary for enrollment in the program. premiums will be paid by payroll deduction as a flexible benefit under Section 125 of the Internal Revenue Code.

## 19. Life Insurance

For full-time maintenance personnel enrolled in the program, the District will pay the full monthly premium for a term life insurance program for each employee in the amount of \$20,000.

## 20. Disability Income Insurance

The District agrees to provide, for each eligible employee, Disability Income Insurance at sixty-six and two thirds percent (66 2/3%) of the employee's covered monthly compensation to a maximum monthly benefit of \$2,500.00.

## 21. Vacation

Employees entitled to paid vacation must utilize same between July 1 and June 30 of the following school year in which the vacation was earned. The use of earned vacation must be approved by the manager of buildings and grounds or designee.

Full-time employees shall be entitled to paid vacation each year in accordance with the following rules and schedule:

Completion of Number of Consecutive Years of Service by the End of July Each Year	Number of Weeks Vacation Per Year
1 through 7	2
8 through 16	3
17 or more	4

Employees who have served less than one year shall receive a prorated share of the vacation time at the rate of 5/6 of one working day for each full month of service. No vacation credit shall be allowed to an employee who terminates employment with the District during his/her first six months of service nor shall an employee with less than six months of service be entitled to vacation pay.

A scheduled holiday occurring during an employee's vacation does not count as a vacation day.

Vacations shall be scheduled so as to meet the operating requirements of the District with employee preference considered. The Manager of Buildings and Grounds shall have the authority to split the longer vacations, if necessary, for the continuing and efficient operation of the department.

There shall be no accumulation of earned vacation time or pay from year to year and no pay in lieu of vacation except in the case of employee separation while in good standing.

Employee shall apply to the Manager of Buildings & Grounds or designee to carry over up to a maximum of five (5) vacation days to an ensuing contract year. Carry over vacation days must be in full day increments and there shall be no pay in lieu of vacation pay except in the case of employee separation while in good standing.

## 22. Resignations

In order to resign in good standing, a probationary or regular employee shall give at least two weeks written notice of his/her intention to resign.

## 23. General Disciplinary Rules

The Manager of Buildings and Grounds may demote, suspend with or without pay or discharge an employee for proper cause as defined in Lockhart v. Cedar Rapids Community School District 577N.W.2d 845 (Iowa 1998), to-wit, "for any lawful reason, in other words, one not violative of public policy."

Any disciplinary action shall be fully explained to the employee who shall have the right to appeal the action to the next higher supervisor. Any appeal made to the Superintendent shall be in writing. Any disciplinary action shall be subject to the grievance procedure.

Seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives which prompted it. All factors should be considered when determining the appropriate action to be taken in a particular situation. The offenses listed in this section may be considered as examples of proper cause for suspension or discharge. The list of examples presented here does not intend to be all inclusive and are as follows:

- 1) Obtaining materials on fraudulent orders, dishonesty, stealing and other criminal acts
- 2) Malicious destruction of property, including deliberate abuse of tools and equipment
- 3) Fighting, agitating, and creating trouble
- 4) Insubordination, including refusing to comply with rules for performing assigned work
- 5) Falsifying records, including personnel records
- 6) Consumption of or under the influence of alcohol while on the job
- 7) Inattention to duty, including loafing and wasting of time
- 8) Absence from duty without permission, proper notice, or other unsatisfactory reasons
- 9) Use of illegal drugs or controlled substances or trafficking in same

- 10) Obligating the District for any claim, liability or financial responsibility without written authorization from the District.

#### 24. Sick Leave

Employees in the maintenance department shall accumulate sick leave at the rate of fifteen (15) days per year, to a maximum accumulation of 155. An employee whose service commences within the fiscal year shall be granted a prorated share of fifteen (15) days of sick leave. An absence of three or more days requires a doctor's certificate before the employee may return to work.

Scheduled holidays occurring during an employee's absence due to personal illness shall not be deducted from the sick leave allowance. The granting of sick leave is discretionary with the Superintendent or designee.

An employee shall notify the Manager of Buildings and Grounds of his/her absence as soon as possible, whether the absence is due to illness or for any other cause.

In order to be eligible for sick leave with pay, an employee must: a) report promptly to the Manager of Buildings and Grounds or designee the reason for his/her absence; b) keep the Manager of Buildings and Grounds or designee informed of his/her condition if the absence is of three or more days; c) permit the District to have made such medical examination as the administration deems necessary; and d) submit a medical certificate for any absence of three or more days as required by the Superintendent or designee. In the case of a job related accident or injury, the employee shall immediately notify his/her immediate supervisor of the injury.

Upon termination of employment with the District, an employee is not entitled to accumulated sick leave benefits.

#### 25. Family Illness Leave

In the event of illness or injury of a child, stepchild, spouse, mother/father, brother/sister, son/daughter-in-law, grandparents, grandchild, an employee may be granted three (3) days, non-accumulative, Family Illness Leave charged against sick leave. In cases when the Administration suspects an abuse of Family Illness Leave, the Administration may require medical evidence of such illness or injury at the employee's expense.

Family Illness Leave cannot be used in less than one-half (½) day increments.

## 26. Personal Leave

All full-time maintenance department personnel working forty (40) hours per week may be granted two (2) days of personal leave per year. This personal leave may be taken in one-half (½) day increments and must be approved by the Superintendent or designee.

## 27. Bereavement Leave

If there is a death in the employee's immediate family (father, mother, husband, wife, child, stepchild, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, or grandparent), he/she may be granted four (4) days of bereavement leave without loss of regular pay. The length of such leave shall be determined by the Manager of Buildings and Grounds or designee and shall be based on the need of each individual employee.

At the discretion of the Manager of Buildings and Grounds or designee, bereavement leave of up to one (1) day may be granted for the death of persons other than the employee's immediate family.

Bereavement leave shall not be charged against accumulated sick leave.

## 28. Jury and Legal

Any employee required to perform jury duty or to appear and testify in any judicial proceeding during the employee's working time shall be granted leave for such purposes and shall receive the difference between the employee's normal compensation and the compensation received for such duty. Any employee who is absent from work by reason of attendance at any court proceeding in which the employee is a litigant or party, or an officer, director, agent, or representative of a litigant or party shall receive no compensation from the Employer for such absence. An employee excused from jury duty must report back to work within approximately one (1) hour of dismissal from jury duty. Any exceptions to this article will be dealt with on an individual basis by the Manager of Buildings and Grounds or designee.

## 29. Military Leave

Employees entering, returning from or continuing active service with the military service of the United States shall be granted leave of absence and shall be paid by the District in accordance with federal and state laws governing military service for public employees.

### 30. Other Leaves of Absence

Maintenance personnel may be granted a leave of absence without pay for a period of time not to exceed twelve (12) months. Such leave may be granted for advanced study, travel, health reasons, or other purposes. Longer leaves of absence must be approved by the Superintendent and Board of Education.

### 31. Travel

Attendance at any state, national, or regional conference, seminar, school or training institute shall be approved prior to departure by the Superintendent or designee after determination of the benefit to be derived for the School District and by employees attending the event. All expenses shall be reported on the prescribed travel request and expense report which is available at the Business Office. Travel expense shall be allowed if prior approval has been granted and reimbursement for transportation, meals, lodging, and miscellaneous expenses is in accordance with the directives of the Superintendent.

### 32. Grievance Procedure

Purpose - The purpose of this procedure is to provide a prompt, orderly method for securing, at the lowest possible level, an equitable solution to grievances. Both parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Definitions - When used in this Article, the following terms shall have the following meanings:

- a. The term "grievance" shall mean a claim by an aggrieved employee that there has been a violation of this Agreement.
- b. The term "Union Steward" shall mean an employee representing the Union while employed by the Employer and who is designated in writing by the Union as such and which writing has been provided to the Employer.
- c. The term "working days" shall mean the consecutive scheduled working days of the aggrieved employee.
- d. The term "Manager" shall mean the Manager of Buildings and Grounds.

Procedure -

STEP 1 - The aggrieved employee shall attempt to resolve the grievance informally within ten (10) working days of the employee's knowledge of the event giving rise to the grievance by informal discussion with the Manager/Assistant

by Union representatives of his/her choosing. The Manager/Assistant Manager of Buildings and Grounds will provide a written answer to the aggrieved employee within seven (7) working days after discussion of the grievance.

STEP 2 - If the grievance is not resolved at STEP 1 and the employee or the Union wishes to appeal the grievance to STEP 2, the employee shall submit the written grievance to the Superintendent or designee within five (5) working days after receipt by the employee of the written answer submitted by the Manager of Buildings and Grounds. The Superintendent or designee shall meet with the employee and if the employee requests an authorized union representative within seven (7) working days after receipt of the grievance by the Superintendent or designee. The Superintendent or designee shall provide a written answer to the employee with a copy to the Union within seven (7) working days of such meeting.

STEP 3 - Any grievance not resolved at STEP 2 of the grievance procedure may be appealed by the Union by written notice of a request for arbitration on the Grievance Report form signed by the union representative, and submitted to the Superintendent or designee within five (5) working days after receipt by the employee of the written answer submitted by the Superintendent or designee at STEP 2. Within five (5) working days of receipt by the Superintendent of the written notice of request for arbitration, the representatives of the Employer and the Union shall attempt to select a mutually acceptable arbitrator. If the Employer and the Union have failed to agree on an arbitrator within ten (10) days of the arbitration notice either party may request the Public Employment Relations Board (PERB) to submit a list of five arbitrators. Within five (5) days after receipt of such list, the designated representatives of the Employer and the Union shall meet and shall determine by lot the order of elimination and thereafter each shall, in that order, alternatively strike a name from the list until four names have been struck. The fifth and remaining person shall act as arbitrator.

The arbitrator so selected shall confer with the representatives of the Board of Education and the Union and hold hearings promptly and shall issue his/her decision not later than fifteen (15) working days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statement and proofs on the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth his/her finding of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or modify and/or amend the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board of Education and the Union and shall be final and binding on the parties.

The costs for the services of the arbitrator including per diem expenses, travel, subsistence, and the cost of the hearing room shall be shared equally by the Board of Education and the Union. Other expenses shall be paid by the party incurring said expense.

Time Limits - The failure of an employee or the Union or its representatives to initiate or appeal a grievance to the next level within the time limits specified above shall bar further appeal provided, however, that any such time limits may be extended by mutual agreement.

All grievances at STEPS 2 and 3 may be presented, discussed and processed at a time during normal business hours. Any grievance at STEP 1 may be discussed by the employee and his/her immediate supervisor during the employee's working time. The employee may have a Union Steward present for STEP 1 grievance discussion. STEP 1 grievance discussions are not to interrupt the normal operation of the school system or interfere with the duties or responsibilities of the employee.

### 33. Temporary Appointments and Temporary Employees

Temporary appointments may be made to fill temporary positions. A temporary employee appointed to fill a temporary position shall not, while so employed, acquire nor gain any status either as a probationary employee nor as a regularly appointed employee and shall not acquire any seniority rights.

Temporary appointments shall last no more than 120 calendar days (excluding summer help). All temporary employees shall be laid off before any full-time employee can be laid off.

Temporary employees are not eligible for benefits.

### 34. Knowledge of Agreement and District Policies

All new employees shall receive a copy of the Agreement. The Agreement shall be read by the employee and a copy retained for personal reference.

Employees and supervisors shall be held responsible for a thorough knowledge of and compliance with the Agreement and with special bulletins and instructions posted on the bulletin boards. The lack of knowledge of the Agreement and district policies will not excuse an employee or supervisor from violation of the Agreement or district policies.

### 35. Smoking

Maintenance personnel are to comply with School Board policy and administrative directives relative to smoking in or on District buildings, vehicles, and grounds.



### 36. Conflict of Interest

Maintenance personnel of the District shall not use their positions or connections with the District to secure a favored position to purchase anything for personal benefit.

Purchases are not to be made directly or indirectly from any employee of the District or from any firm or corporation in which the employee has a financial interest or in which the employee is an Officer or Director.

Maintenance personnel of the District or their families shall not have a financial interest in contracts entered into by the District. This shall also preclude acceptance of any gratuities, financial or otherwise, by employees, from any District supplier.

### 37. Duration

This Agreement shall be effective from July 1, 2005, and shall continue in full force and effect until June 30, 2009.

All work performed by employees covered under this Agreement shall only be performed by those employees covered under this Agreement. The Union understands under unusual circumstances (i.e., weather) that District employees may assist Maintenance staff covered under said Maintenance Employees direct supervision.

### 38. Compliance

If any provision of this Agreement is determined to be in conflict with any federal statute, laws of the State of Iowa or Board policy, said provision shall be null and void, however, all other provisions of this Agreement shall remain in full force and effect.

BUILDING SERVICES TRADES COUNCIL

By: Steve J. Klogel  
Representative

4/15/2005  
Date

By: Randy M. Bba  
Employee Representative

5-19-05  
Date

DUBUQUE COMMUNITY SCHOOL DISTRICT

By: Doyle J. Hunt  
President, Board of Education

5-23-05  
Date

By: Rha L. Brunk  
Superintendent

5-19-05  
Date

By: Stan Bengtson  
Executive Director/Human Resource Services

5/19/05  
Date

Grievance Report Form

School District _____	Date Filed _____
Building(s) _____	Distribution of Form (check if sent to) _____ Union _____ Employee _____ Mgr. of Bldgs. & Grounds _____ Superintendent
Name of Aggrieved Person(s) _____ _____ _____	

STEP II

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract Violated \_\_\_\_\_  
\_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Signature of Aggrieved	_____ Date
---------------------------------	---------------

_____ Signature of Union Representative	_____ Date
--------------------------------------------	---------------

E. Disposition of Manager of Buildings and Grounds \_\_\_\_\_  
\_\_\_\_\_

_____ Signature of Mgr. of Buildings/Grounds	_____ Date
-------------------------------------------------	---------------

GRIEVANCE REPORT (Page 2)

STEP III

- A. \_\_\_\_\_  
Signature of Aggrieved                      Signature of Union Representative
- B. \_\_\_\_\_  
Date Submitted to Superintendent      Date Received by Superintendent
- C. Disposition by Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature of Superintendent or Designee      Date

STEP IV

- A. \_\_\_\_\_  
Signature of Aggrieved Person(s)      Signature of Union Representative
- B. \_\_\_\_\_  
Date Submitted to Arbitration      Date Received by Arbitrator
- C. Disposition and Award of Arbitration \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAINTENANCE PERSONNEL  
DUBUQUE COMMUNITY SCHOOL DISTRICT  
HOURLY SALARY RATES**

Effective July 1, 2005-06, 2006-07, 2007-08, and 2008-09

Job Classification	2005-06	2006-07	2007-08	2008-09
1. Plant Maintenance Foreman	\$19.10	\$19.75	\$20.30	\$20.85
2. Carpenter Foreman	\$19.01	\$19.66	\$20.21	\$20.76
3. Plant Maintenance #1	\$18.70	\$19.30	\$19.80	\$20.30
4. Painter Foreman	\$18.42	\$19.07	\$19.62	\$20.17
5. Carpenter Electronics Technician	\$18.31	\$18.91	\$19.41	19.91
6. Plant Maintenance #2	\$18.06	\$18.66	\$19.16	\$19.66
7. Painters Carpenter Helper	\$18.02	\$18.62	\$19.12	\$19.62
8. Groundskeeper Foreman	\$17.32	\$17.97	\$18.52	\$19.07
9. Groundskeeper	\$16.92	\$17.52	\$18.02	\$18.52

New employees – The six (6) month probationary job rate shall be \$.50 per hour less than regular job rate.

Promoted/transferred employees - The six (6) month probationary job rate shall be the same as the regular job rate for the position to which an employee is promoted or transferred.

# DUBUQUE COMMUNITY SCHOOL DISTRICT

## Biweekly Payroll Employees

### Schedule of Paydays

2005-06 - Effective July 1, 2005

	Period	Payday	Number of Days This Period
July	1 – 15	July 29	11
	18 – 29	August 12	10
August	1 – 12	August 26	10
	15 – 26	September 9	10
	29 – September 9	September 23	10
September	12 – 23	October 7	10
	26 – October 7	October 21	10
October	10 – 21	November 4	10
	24 – November 4	November 18	10
November	7 – 18	December 2	10
	21 – December 2	December 16	10
December	5 – 16	December 29 (Thursday)	10
	19 – 30	January 13	10
January	2 – 13	January 27	10
	16 – 27	February 10	10
	30 – February 10	February 24	10
February	13 – 24	March 10	10
	27 – March 10	March 24	10
March	13 – 24	April 7	10
	27 – April 7	April 21	10
April	10 – 21	May 5	10
	24 – May 5	May 19	10
May	8 – 19	June 2	10
	22 – June 2	June 16	10
June	5 – 16	June 30	10
	19 – 30	July 14	10

**DUBUQUE COMMUNITY SCHOOL DISTRICT**

**Biweekly Payroll Employees**

**Schedule of Paydays**

**2006-07 - Effective July 1, 2006**

	<b>Period</b>	<b>Payday</b>	<b>Number of Days This Period</b>
July	3 – 14	July 28	10
	17 – 28	August 11	10
	31 – August 11	August 25	10
August	14 – 25	September 8	10
	28 – September 8	September 22	10
September	11 – 22	October 6	10
	25 – October 6	October 20	10
October	9 – 20	November 3	10
	23 – November 3	November 17	10
November	6 – 17	December 1	10
	20 – December 1	December 15	10
December	4 – 15	December 29	10
	18 – 29	January 12	10
January	1 – 12	January 26	10
	15 – 26	February 9	10
	29 – February 9	February 23	10
February	12 – 23	March 9	10
	26 – March 9	March 23	10
March	12 – 23	April 5 (Thursday)	10
	26 – April 6	April 20	10
April	9 – 20	May 4	10
	23 – May 4	May 18	10
May	7 – 18	June 1	10
	21 – June 1	June 15	10
June	4 – 15	June 29	10
	18 – 29	July 13	10

# DUBUQUE COMMUNITY SCHOOL DISTRICT

## Biweekly Payroll Employees

### Schedule of Paydays

2007-08 – Effective July 1, 2007

	Period	Payday	Number of Days This Period
July	2 – 13	July 27	10
	16 – 27	August 10	10
	30 – August 10	August 24	10
August	13 – 24	September 7	10
	27 – September 7	September 21	10
September	10 – 21	October 5	10
	24 – October 5	October 19	10
October	8 – 19	November 2	10
	22 – November 2	November 16	10
November	5 – 16	November 30	10
	19 – 30	December 14	10
December	3 – 14	December 28	10
	17 – 28	January 11	10
	31 – January 11	January 25	10
January	14 – 25	February 8	10
	28 – February 8	February 22	10
February	11 – 22	March 7	10
	25 – March 7	March 20 (Thursday)	10
March	10 – 21	April 4	10
	24 – April 4	April 18	10
April	7 – 18	May 2	10
	21 – May 2	May 16	10
May	5 – 16	May 30	10
	19 – 30	June 13	10
June	2 – 13	June 27	10
	16 – 30	July 11	11



# DUBUQUE COMMUNITY SCHOOL DISTRICT

## Biweekly Payroll Employees

### Schedule of Paydays

2008-09 – Effective July 1, 2008

	Period	Payday	Number of Days This Period
July	1 – 11	July 25	9
	14 – 25	August 8	10
	28 – August 8	August 22	10
August	11 – 22	September 5	10
	25 – September 5	September 19	10
September	8 – 19	October 3	10
	22 – October 3	October 17	10
October	6 – 17	October 31	10
	20 – 31	November 14	10
November	3 – 14	November 26 (Wednesday)	10
	17 – 28	December 12	10
December	1 – 12	December 26	10
	15 – 26	January 9	10
	29 – January 9	January 23	10
January	12 – 23	February 6	10
	26 – February 6	February 20	10
February	9 – 20	March 6	10
	23 – March 6	March 20	10
March	9 – 20	April 3	10
	23 – April 3	April 17	10
April	6 – 17	May 1	10
	20 – May 1	May 15	10
May	4 – 15	May 29	10
	18 – 29	June 12	10
June	1 – 12	June 26	10
	15 – 30	July 10	12